

EVENT NAME

The Great Reno Bike Swap

EVENT LOCATION

Snowflake Pavilion

EVENT DATES AND TIMES

Setup Date	5/16/2105	Setup Start Time	8:00 AM
Event Start Date	5/16/2105	Event End Date	5/16/2015
Daily Event Start Time	9:00 AM	Daily Event End Time	2:00 PM
Dismantle Date	5/16/2015	Dismantle End Time	3:00 PM

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

2nd Annual Reno Bike Swap to benefit Colon Cancer awareness and the Kiwanis Bike Program. Buy or sell your road, mountain, kids or burner bike. Registration 9:00AM to 10:30AM. Sale 10:30AM to 2:00PM.

ON SITE CONTACT

Greg Mason

ON SITE NUMBER

775-287-1582

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME

Gregory Mason

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
☐ Special Event – Parks
☐ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☐ Amplified Sound/Multimedia
Attachment A Required
☐ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☐ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☐ Event Set-Up
Attachment F Required
☐ Park Usage
Attachment G Required
☐ Food/Beverage Service
Contact Washoe County Environmental Health Services (775) 328-2620

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION Kiwanis Club of Downtown Reno and NCCP **EVENT COORDINATOR** Greg Mason
MAILING ADDRESS 280 Brinkby Ave. Ste 204 **CITY/STATE/ZIP** Reno, NV 89509
DAYTIME PHONE 775-825-6555 **CELL PHONE** 775-287-1582 **FAX** 775-825-7722
WEBSITE RenoBikeSwap.com **EMAIL ADDRESS** greg@gmaagroup.com
ONSITE CONTACT Greg Mason **CELL PHONE** 775-287-1582
PUBLIC CONTACT _____ **DAYTIME PHONE** _____
FEDERAL TAX ID 87-0801634 ☒ **HOST ORGANIZATION IS NON-PROFIT**
Proof of current non-profit status must be included with application.
ANTICIPATED ATTENDANCE: DAILY 200 TOTAL 200
☒ **OPEN TO THE PUBLIC** ☐ **ADMISSION WILL BE CHARGED \$** _____

↓ FOR CITY OF RENO OFFICE USE ONLY ↓				
Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00		
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00		DATE ENTERED
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		FAX TO
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x		<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x		<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/>	\$111.00		<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD Refer to "FD" Section		<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD Actual Cost of City Services		Reason Incomplete:
Late Fee	<input type="checkbox"/>	TBD Refer to Reno Municipal Code		
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances				
TOTAL FEES			INITIALS	
TOTAL PAID				

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Flammable or compressed gases | <input type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

Separate Permit Requirements:

One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department

775-334-2300

775-334-3826 FAX

RFDSpecialEvents@reno.gov

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☐ cans

☐ plastic bottles

☐ paper materials

☐ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

How will you promote recycling at your event?